

### **C. Logs and Files.**

The FSO will keep all records and logs together safely preserved for audit purposes. The unit retains all unit files for 24 months and cash logs for 36 months.

1. Purchase Orders. Keep blanket and regular purchase orders in files by purchase order numbers. Each file will contain all pertinent documents. On the right side of the folder put the procurement documents (SF-44, OF-347, and DD-1149) and call sheets (Blanket Purchase Agreements). On the left side put all delivery receipts with supporting competitive documents and credit memorandums.

2. Dining Facility Monthly File. The dining facility monthly file will contain all documents covering that month's transactions. File all items as listed below for audit purposes.

a. Left Side. The left side will have all that month's purchase and cash documents.

- (1) CG Finance Center serial letter(s) acknowledging deposits received.
- (2) Transmittal letter(s) covering funds transmitted.
- (3) Individual Credit Account(s), CG-3476.
- (4) Issue/Sales Slip(s), CG-2581, Meals Sold and/or Meal Sign-in Sheet(s), CG-4901.
- (5) Reimbursable Issues, DD-1149.
- (6) Copies of procurement documents OF-347 and 348 and SF-44s.
- (7) Copies of BPA Call Record Sheets.
- (8) Copies of delivery, invoice, and receipt tickets.
- (9) Copies of suppliers' monthly statements.
- (10) Copies of Government-source shipping documents.
- (11) Received invoices covering transfers.

b. Right Side. The right side contains all paperwork used to manage the facility.

- (1) CGDF Operating Statement, CG-2576.
- (2) Basic Daily Food Allowance message.
- (3) Summary Ration Memorandum, CG-3123.
- (4) Daily Ration Cost Record, CG-3471.
- (5) Daily Ration Memorandum, CG-3123.
- (6) Provision Inventory Control Record, CG-3469.
- (7) Flight or Special Meal Request, CG-4218.
- (8) Issue/Sales Slip, CG-2581, Issues to CGDF.
- (9) Issue/Sales Slip, CG-2581, Sale of Subsistence Items.

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(10) Sales of Stores to Other Agencies.

(11) Provision Inventory Report, CG-4261.

(12) Report of Survey, CG-5269.

(13) Adjustment Form, CG-3114.

(14) CGDF Menus.

**3. Cash Log. The official record of funds received and transmitted, which the FSO uses to track all cash transactions, including cash, checks, and money orders. The unit keeps the completed cash logs for 36 months after the last transaction. In black ink write the start and finish dates in the front of each cash log. The logs have six columns; they should show these headings and information:**

a. Date. The date entered represents the date the unit received the funds or forwarded billing.

b. Explanation. Briefly describe the transaction. In this column enter change-making fund advances requiring the cashier's acknowledgement signature.

c. Billed. Enter the dollar amount charged to activities or individuals for meal or store credit sales. Summarize wardroom meal sales on CG-2581, Issue/Sales Slip, instead of listing individually for each officer.

d. Received. Enter the amount of funds received. For meal cash sales, the amount should include the change-making fund advance. Add the amount entered to the previous balance. Enter cashier's checks and money orders when purchasing them for later transmittal to the designated Sale of Meals Lock-box and deposit transfer to the Finance Center. The money orders' or cashier's checks' amount should show subtracted fees.

e. Out. Enter the amount removed and used as the daily change-making fund. Enter funds transmitted to the designated Sale of Meals Lock-box from cash collected during the month. Document money order and cashier's check fees in this column and deducts them from the balance.

f. Balance. The balance represents the total of all cash, checks, and money orders the FSO holds.

4. Meal Pass. Units using meal passes for RIK identification will keep a log showing the meal pass number, the member's name and Social Security Number, and the date issued.